

RECORDS RETIREMENT REQUEST				ASSIGNED BY CIA RECORDS CENTER	
Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by CIA Records Center.				JOB NO.	
				61-549	
				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE CALL EXT. [REDACTED] AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO:		FROM: O/DDI - (Office)		DIVISION	
Chief, Records Center.		BRANCH		USIB/S	
				SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) (If necessary to list records, use form no. 140A. RECORDS SHELF LIST (Check appropriate box below.)					
USIB Secretariat filed including: <ul style="list-style-type: none"> <li>IAC-D Papers</li> <li>IAC Minutes</li> <li>6 Folders - IAC Memoranda</li> <li>14 Folders - IAC Memoranda</li> <li>5 Folders - Notes on USIB Meetings</li> <li>IAC - USIB/S Top Secret Log Book '54-59</li> </ul>					
<input type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
Through TOP SECRET			Legal		
			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify)		
			<input type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF RECORDS CUSTODIAN	
Admin.	343	[REDACTED]	15 Feb 61		
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL					
<input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None") 0123/1					
To be opened and used only upon authorization of USIB Secretariat or Chairman, USIB.					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY					
Office of DD/I - USIB Secretariat, Schedule No. 13-60 (Stat 1)					
STATINTL					
BUILDING	ROOM	EXTENSION	DATE	SIGNATURE OF AREA RECORDS OFFICER	
Admin.	343	[REDACTED]	15 Feb 61		